

FaDSS Program Eligibility Frequently Asked Questions

How long do we have to determine initial eligibility?

Specialists have 30 days from the date the family comes off the waiting list to determine eligibility. If the grantee does not have a waiting list, the specialists have 30 days from the date of referral to determine eligibility.

If it is taking the family longer than 30 days to collect documentation (i.e. proof of SSN), an extension should be granted. If the family is unable to provide documentation required to determine initial eligibility for the program within 60 days, the family should be determined ineligible and notified of the outcome.

How long do we have to determine eligibility at review?

Eligibility must be completed within the identified month to complete the review. Specialists may begin verifying information in advance but the review must be completed by the end of the month in which the review is required.

If a family is unable to provide information within that time frame, the family must begin transition the first day of the following month.

If the family is able to provide the requested information during transition, a new review may be initiated to reassess the family's continued eligibility for the program.

What is the process for agencies who have a waiting list?

Families must be added to the waiting list in accordance with the Priority of Service policy. Priority of service criteria are assessed at the time of referral. A family's situation may change but their placement on the waiting list may not. For example, a family who is homeless at the time of referral is placed on the waiting list ahead of families who do not meet criteria outlined in the priority of service policy. If the same family is no longer homeless, their waiting list placement does not change.

Once the family comes off the waiting list, initial eligibility for the program will be determined. Eligibility is determined only at the time the family is off the waiting list (not at the time the family is placed on the waiting list).

Can we provide services while eligibility is being determined?

Only information and referral may be provided to families who are on a waiting list or in pre-enrollment status while their eligibility is determined. Other FaDSS services are not available for families who are on a waiting list or who have not yet been determined eligible for the program.

Are there frequency of contact requirements for families who are on the waiting list?

No, DCAA does not have requirements for frequency of contact for families on the waiting list. However, the agency may set internal guidelines for contacting families who are on the waiting list.

What if a family doesn't have full custody of the dependent child?

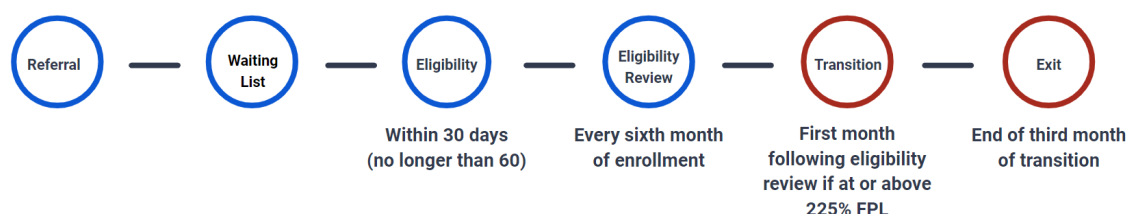
A family may declare a dependent child if they have visitation/custody/guardianship at least some of the time.

If a family is in transition and their eligibility changes (they have a baby, their income decreases, etc.) are they eligible to go back into regular services?

Yes, the family can continue with services pending an eligibility review. The eligibility

review must be completed by the end of the third month of transition. If it is determined that the family meets the program eligibility criteria at review, the family can remain in services. The family will no longer be considered “in transition” so the virtual visit policy must be applied accordingly. The next eligibility review will occur during the sixth month of services following the eligibility review that occurred during transition.

Below is the process for serving families from referral to program exit.



How do we conduct the eligibility review for families currently enrolled in the program on July 1, 2022?

Families currently enrolled in the program on July 1, 2022 must have an eligibility review conducted between 7/1/22 and 12/31/22. Specialists do not have to average the past six months of income for these families. Specialists can use a 30-day look back or use the income from the entire month prior to the month of review. Specialists should document the family’s self-declared income on a tracking form of their choosing and upload the document to Iowa FaDSS at the time of review until the Employment & Income tab is functional in Iowa FaDSS.

For currently enrolled families, are we conducting an “Eligibility Review” or an “Initial Eligibility Determination” between July-December?

Specialists must conduct an **eligibility review** on currently enrolled families sometime between 7/1/22 and 12/31/22.

Can Specialists use information they receive from PROMISE JOBS workers and income maintenance workers to verify FIP eligibility?

Yes, specialists can use information from PROMISE JOBS workers and income maintenance workers to verify FIP eligibility. On the FaDSS Program Eligibility Review Form, the specialists will document the FIP Verification Documentation used. This can include verbal information, an email, and other forms of verification received from the PROMISE JOBS worker.

Should we use gross or net income when determining eligibility?

When conducting the initial program eligibility determination or an eligibility review, the family's gross income is assessed.

If a family receives SSI on behalf of a child with a disability, is that considered countable income?

No, it is not considered countable income for purposes of determining eligibility.

If a family lost a child's social security card, can they be determined eligible?

Yes, if the family has applied for a replacement card, the specialist can document that on the eligibility determination form.